

SSIS Mentor Meeting


3/22/05

Topic	Discussion	Action Item
Welcome	<p>Maureen welcomed all mentors. The meeting started at 8:30 AM.</p> <ul style="list-style-type: none"> Talked about the handout on the web regarding Vendor Import. It was decided that this topic would be covered more at the May meeting instead of today. New mentors were introduced to the audience by their counties and given their clocks. The Mentor Program Advisory Committee was discussed and will be implemented in April 2005. There will be a request to all primary mentors to volunteer Mentors and rest of the members were asked to present their concerns and questions about Version 3.8 in a positive manner since the opposite is neither effective nor beneficial 	The start time was 8:30 AM
SSIS Update	<p>Beth Dewyre, Training Team Leader. reported these items of interest:</p> <ol style="list-style-type: none"> 1.) SSIS has 2 training positions that are vacant at this time. Email Beth, if interested. 2.) Version 3.8 Fix Release <ul style="list-style-type: none"> • Vendor Import 3/21/05 out to pilot counties. • Statewide release date unknown at this time 3.) We have heard your concerns about the slowness in the current version and we are working on identifying the source. At this time, there are 4 possible sources: <ul style="list-style-type: none"> • Older servers in the county • Memory leaks on the server • Age of workstations, configurations of workstations to server and network. • Coding within the application 4.) Bug---Repository Error 0002 More than one open placement also picks up locations at this time. You must correct placements that overlap but ignore the locations and absences. 5.) The actual/correct date of the child observation/interview is important for child protection assessment because it stops the clock for the first contact requirement. 	One opening for trainer at this time

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Placement	<p>Brian Doerner led us through Placement issues:</p> <p>6.) Change for V 3.8—when a placement changes to a new WG the OHPP remains in the original WG. This is as intended. Enhancement request was submitted to change this and it was rejected. SSIS will continue to look at options regarding this function.</p> <p>7.) Child Maltreatment report, if allegation is marked as duplicate it doesn't show up on NCANDS. –This is as intended.</p> <p>8.) In V 3.8 there was a fix to the bug regarding the maltreatment report not recognizing the determination was done after the date was entered.</p>	
	<p>9.) On the Victim screen there is a new field to record the reason for not being able to complete a child observation/interview.</p> <p>10.) School Progress is no longer a screen in SSIS. The user can add this information in the OHPP.</p> <p>11.) Do counties need to add the schools into Business Organization? Ans: Yes, if you want to see the school on the OHPP. The school as a Business Organization <u>is</u> a mandatory field on an Education record. Recording Education is required as part of documenting CWB.</p> <p>12.) When you enter a placement, there is always a Data CleanUp message to enter information about the checkup. Sometimes, the children are not in placement over 30 days.</p> <p>Ans: The Checkup information must be entered if the placement is longer than 30 days. When the placement is discharged and is under 30 days in length, the message does not display.</p>	
	<p>13.) When deleting a Business Organization, we do not get an hour glass to let us know that the application is in process of doing the task. We are unsure if SSIS is done processing. Could we get an hour glass to show processing time for this function?</p> <p>14.) When will we be able to minimize the OHPP or any plan and go to another screen without clicking out of the Plan? It would be great if we could multi-task while we are doing a plan.</p> <p>15.) When entering a placement for a child and associating it to a workgroup, workers would like to see the worker's name associated with the workgroup rather than the WG number. .</p>	<p>Included in V3.8 Fix</p> <p>Request brought forward to management</p> <p>Enhancement request for 4.0</p>

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Placement and Plans	<p>16.)Placements can to be added to Closed WG which can cause inaccurate information. Sometimes it is necessary to enter a placement in a closed WG. So there is a warning message now.</p> <p>17.)Where is the report, “Number of Days in Continuous Placement”? This information can be found in these reports: General Reports >Adoption/Placement --Placement/Location/Absence By Client --Child Placement Detail—by Occurrence --Child Placement Detail—By continuous Placement</p> <p>18.)Placement screen doesn’t allow child over 18 to be entered. Increased age to 19th birthday only.</p>	<p>--In 3.8 Fix there is a message that displays indicating it is a closed WG</p> <p>--3.8 Fix has this report available .</p> <p>--3.8 Fix</p>
	<p>19.)What function in SSIS does the security function of Bus Org-Services relate to? Ans: This security function allows the worker to <i>enter the information into the Services offered</i> folder for the provider in Bus Org.</p> <p>20.)Adoption information SSIS is working to include training with DHS Policy staff in the future.</p> <p>21.)Fix Release will take out all USA in Address.</p>	
Child Well Being Tool	<p>22.) Child Well Being (CWB) State expectation: The CWB needs to be completed for:</p> <ol style="list-style-type: none"> Each child in a CP Case management WG whether Traditional or Alternative Response and in placement or not. Each child in non Child Protection case management WG who is in placement and receiving :: <ul style="list-style-type: none"> Child Welfare services Children’s Mental Health services Developmental Disabilities services A child who is delinquent 	

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	<p>For those children in out-of-home placement in non-child protection cases, counties may choose to complete an alternative assessment instrument. Acceptable alternative assessment instruments are:</p> <ul style="list-style-type: none"> • Child and Adolescent Functional Scale (CAFAS) • Developmental Disabilities Screening Document (DHS 3067) • Youth Level of Service/Case Management Inventory (YLS/CMI) <ul style="list-style-type: none"> • Counties should document in a Case note that an exception to the CWB tool was done. • The initial child well-being assessment should be completed within 60 days of the opening in case management, every six month while the case is open, and at case closing or discharge of placement. 	
CMH Screening-Indicator Screen Bulletin #04-68-05	<p>The CMH screening indicator must be completed for each child who meets the following criteria:</p> <ul style="list-style-type: none"> • Children receiving child protective services, Traditional and Alternative Response Case Management • Children in out of home placement for 30 days or more, including shelter placements • Children whose parental rights have been terminated. • The only exception to the CMH screening requirement is: Those children in placement and receiving CMH services do not need the screening indicator entered. <p>CMH Requirements began with Version 3.8.</p>	
Business Organization (Bus Org)	<p>Beth D. took questions regarding Bus Org. She will train it at the next mentor meeting, May 25th.</p> <ul style="list-style-type: none"> • If you have questions about Bus Org contact the Help Desk • If you have questions about Vendor Cleanup contact ssis.fiscal@state.mn.us • There is a report in Fiscal and Worker that addresses Vendor cleanup.—View Bus Org cleanup. 	
Data Clean up	<p>Beth Sahr showed Data Clean Up functions</p> <ul style="list-style-type: none"> • Available at Workgroup, Maltreatment Report and Person • Refresh for Data Clean Up=F8 needs to be clicked twice to activate Data Clean Up • Or you can click the arrow at the end of the label to refresh 	

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Best Practices Committee Presentation to MACSSA meeting.	<p>Maureen talked about the presentation that was done by herself and Beth Dewyre on Jan. 27th. Directors listened to 5 counties, (Washington, Carver, Dakota, Wadena and Rock) talk about how they support their users on SSIS, how they have learned to use SSIS, and what they get out of SSIS that is helpful to staff and management. Important comments were made and can be viewed, as well as the documents used to present, on the MACSSA web site.</p> <p>http://www.mncounties2.org/macssa/Best_Practices_Archive/best_practices_archive.htm Scroll down to SSIS handouts and you can ask for the video also.</p> <p>Dan Koziolk, Supervisor from Carver has some great Crystal Reports that he is willing to share and he has a website as well Here is Dan's email address, please contact him for more information about his web site.</p> <p>dkoziolk@co.carver.mn.us</p>	
Reports	<p>Some reports in SSIS have new filters from Version 3.8. Those filters are found in Grid Reports::</p> <ul style="list-style-type: none"> ○ Auto filter ○ Group by Panel ○ Column resize ○ Import into another report 	
	<p>Grid Reports</p>  <p>Children In</p> <p>Reports with a graphic that resembles a chart are known as Grid Reports. These reports display in formats that allow you to make changes to how the results are viewed.</p>	
Mentor discussion regarding SMI	<p>Question was asked to the audience for a show of hands:</p> <p>Would they be interested in setting up their own ids for SMI or did they want the state to do it?</p> <p>Questions back:</p> <ul style="list-style-type: none"> ○ What is SMI? ○ How much work is entailed for the county to do it? ○ Why would the state do it instead, would they maintain it also? ○ Not enough information to form an opinion. ○ Could SMI use the TrainLink IDS for county users? <p>Decision made to train SMI next meeting. There was not enough information for them to answer.</p>	

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Out of Home Placement Plan	<p>Nan Beman led the discussion around OHPP. Here are the highlights:</p> <ol style="list-style-type: none"> 1.) Attorney names have been taken out. 2.) This plan is about the placement of this child-has been removed 3.) Concurrent Permanency Plan—Usually the primary plan is reunification or transfer of LC to relatives, ConPermPlan might then be adoption by non relative. Sometimes plan from the beginning is adoption by non-relative; SSIS needs to allow both plans to be adoption by non relative. 4.) Objectives have been removed. 5.) Why was this place chosen for the child? Reason for Foster Home or facility: Select all reasons that are appropriate and apply and add description. §260C.212 Subd. 2(b) (1-8) 6.) Tasks for Safety This is not just for Child Protection cases, could be about CD or Mental Health issues as well but this section can be deleted if not applicable. 	<p>Project Update #186</p> <p>Use this URL to get to the Statutes and Rule www.revisor.leg.state.mn.us</p>
Out of Home Placement Plan	<p>7.) Tasks for Permanency— According to statute, parents must be told that TPR is a possibility if they don't follow through on tasks.</p> <p>§260C.212 Subd. 4(b) see below:</p> <p>(b) The responsible social services agency shall give notice to the parent or parents or guardian of each child in a residential facility, other than a child in placement due solely to that child's developmental disability or emotional disturbance, of the following information:</p> <p>(1) that residential care of the child may result in termination of parental rights or an order permanently placing the child out of the custody of the parent, but only after notice and a hearing as required under chapter 260C and the juvenile court rules;</p> <p>**Social Workers should discuss this issue with their clients as the OHPP does not put this in writing. **</p>	<p>Use this URL to get to the Statutes and Rule www.revisor.leg.state.mn.us</p>

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	<p>8.) Tasks for Well Being—Complete tasks for this area on all children.</p> <p>9.) If there are tasks that aren't necessary for adults, just delete.</p> <p>10.) There is a statute requiring siblings be placed together.</p> <p>11.) There must be a physical exam done on a child in placement within 30 days of placement start, if there has not been one done in the previous 12 months.</p>	<p>§260C.212 Subd. 2(d)</p> <p>MN Rule 9560.0600</p>
Service Plans	<p>1.) When you have to change locations on a child, you have to do a New Out-of-Home Placement Plan.</p> <p>2.) Child Protective Services Plan is currently being rewritten</p>	
	<p>3.) There was discussion about adding judge to the signature page. Most mentors were against this since this plan cannot be finalized until all signatures are received.</p> <p>4.) Will there be changes for the SS Plan in the near future?</p> <p>Ans: If Adult Services goes forward. There is a Feasibility Study in the early stages at this time and soon they will be giving the facts and figures to Gwen for SSIS to decide if they can go forward for Adults being added to SSIS.</p>	
	<p>5.) There was a request for the OHPP to be in one font (Arial) instead of a number of fonts.</p>	Enhancement requested
	<p>6.) Parents will not fill into the plan if they are not listed as clients. There was a concern that the biological parents were filling into and A/G WG automatically and that this was a bug. Those parents were listed as being members in the WG. For A/G WGs, Best Practice would be to start a new case, new WG and new clients.</p> <p>7.) Do not delete parent relationships they must remain in the database. Delete parents from OHPP instead if they auto-fill. Or you can remove the parents and the insertion points to make it format well.</p>	
Charting and Analysis	<p>Lisa Litchfield led the discussion in this area.</p> <p>Recommend making use of charts as soon as possible—especially those related to CFSR:</p> <p>Federal—1.1, 2.1, 4.1, 4.2, 6.1</p> <p>MN—1, 2, 5</p> <p>SSIS—1, 4, 5, 7, 9</p>	

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AFCARS Review	<p>Nan Beman discussed the AFCARS review coming up.</p> <p>August 8-12, 2005—federal review of paper files.</p> <ul style="list-style-type: none"> • 80 placement files • 30 finalized adoption files • Randomly chosen • One third of the cases pulled are Placement cases before 10/99 (that converted to SSIS). Either they are still in now or have several placements episodes, one of which began before 10/99 and are currently in the Period under Review. • Period Under Review Oct. 1-March 31, 2005 	
AFCARS Review	<ul style="list-style-type: none"> • VPC for all managers, mentors anyone who works with AFCARS data reporting. This will be the preparation that you need for the review. • June 6th-1:30-3:00 and June 7th 9:30-11:00am. Register on TrainLink. • Files will be called for in July and counties will be notified of the date. Files will be secured during the review and sent back to the counties after the review. • Paperless counties will be able to send a CD. 	Completed, review handouts on CountyLink:
SELF	<p>Claire Hill spoke regarding the importance of making sure all kids who are eligible for SELF money are entered on SSIS.</p> <p>The ALS plan in SSIS was added to the OHPP so that it is available for clients who are eligible for SELF funds and are in placement; please use it so that you don't forget to do it.</p> <p>ALS clients are required to have a workgroup even if they are not receiving services the first year. This is the only way there is going to be accurate reporting to DHS.</p> <p>*****DHS is no longer accepting paper copies of the annual SELF report from counties. Claire will continue to take paper copies from agencies that are completing the forms for counties. *****</p> <p>Request by counties for checkboxes in the SELF Report that indicates which services are planned, which services were completed and by whom.</p>	<p>Self Training Module</p> <p>http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_008050.pdf</p> <p>Enhancement requested but rejected.</p>
SELF Reports	<p>Tools>>General Reports>>Placement/Adoption</p> <ul style="list-style-type: none"> • SELF- Potentially Eligible Clients • SELF-Potentially Eligible Clients- With WG information 	

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Close of meeting	Next meeting will be in St. Cloud at the Kelly Inn on May 25 th .	Held